

College of Education  
School of Human Development and Organizational Studies in Education

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M.Ed. Online Students,

Fall classes are scheduled to begin Wednesday, August 22, 2018. Please register for the courses noted below before the registration deadline. The deadline to register (without a late registration fee) is Tuesday, August 21, 2018.

Access other Student Self Service through ONE.UF: <https://one.uf.edu/dashboard/>. On the "Student Self Service" page on the left menu go to My Online Services > Registration > Registration Prep > Current holds. Once you have removed your holds you may continue to register for your classes. Under My Online Services > Registration > Register Now > Fall. You will need to enter the 5-digit **class** number and then click submit. Repeat for each course.

**\*\*Registration Tip\*\***

You will not be able to register by the course number. Under "Add a Section" enter the 5-digit **class number**.

**Fall 2018 courses are noted below:**

- EDA 6222 **#12802** - Administration of School Personnel - Dr. Cathy Atria
- EDA 6423 **#12683** – Data-Driven Decision Making – Dr. Bruce Mousa

If you are unable to register, please check to be sure you are registering by **5-digit class number** (not course number). You should also check for any holds that may be on your records. If your holds are clear and you are still unable to register please notify Angela Rowe [angela@coe.ufl.edu](mailto:angela@coe.ufl.edu) and let her know what error message you are receiving.

You will not be able to complete your registration until the registration holds are removed/cleared from your records. You will need to clear these holds "EVERY" semester

- **Emergency Contact Information**
- **Local Contact Information**
- **Registration Preparation Hold**

**TEXTBOOKS:**

Required textbook for these courses are available at the UF Bookstore or on-line. Textbooks may be purchased directly from the UF Bookstore at <http://www.bkstr.com/floridastore/shop/textbooks-and-course-materials>. Textbooks may be shipped directly to you from the Bookstore. Or you may order through Amazon, Barnes & Noble, etc. of your choice. For additional information about courses or textbooks please contact Dr. Atria or the Instructor.

If you have any questions about the program please contact Dr. Cathy Atria, Professor of Educational Practice at 239-593-9196 or [catria@coe.ufl.edu](mailto:catria@coe.ufl.edu).

## **College of Education Distance Learning Additional Information**

Please note that all courses for the Online MEd Program in Educational Leadership are **FULL** term classes.

### **Course Access**

Once you have verified you have the proper computer requirements in place that are outlined here, <https://education.ufl.edu/coe-online/computer-requirements/> you will then be able to access your online courses by logging in with your Gatorlink username and password here: <https://education.ufl.edu/coe-online/log-in/>. Your courses should appear on the Canvas site the first day of classes for the term.

### **Important Dates and Deadlines:**

Dates and deadlines including the beginning/ending date for classes can be found here, <https://education.ufl.edu/coe-online/dates-and-deadlines/>. Please make note of the drop/add deadline, as well as the payment deadline. Failure to drop before this date will result in 100% fee liability. Failure to pay fees before the posted deadline will result in a late payment fee.

### **LiveText**

The College of Education uses a program called LiveText (LT) to rate students on certain standards in Educational Leadership courses. Every student who is in the program is required to establish a LiveText account during their first semester in the program and students will receive an e-mail with instructions for establishing the account.

### **Resources for Online Students:**

Additional resources may be found here: <https://education.ufl.edu/coe-online/>

- Online Access
- Dates & Deadlines
- Navigating E-Learning

### **Billing and Payment**

You can view your billing, and make payments in the ONE.UF system: <https://one.uf.edu/dashboard/>. Click on "Access other Student Self Service". See the "University Bursar" section in the left menu bar of the "Student Self Service" page select "Make a Payment." Fees must be paid before the "Fees Due" date or a late fee will be assessed. You must follow the dates outlined on the College of Education site (see Important Dates and Deadlines above). Tuition information for the online M.Ed. program is noted on the Educational Leadership FAQ web link: <http://education.ufl.edu/edleadership-med/faq/>. How much does the program cost?